

Buyer/Planner

Job Description:

LiveTrends Design Group is a design, marketing, and production company that specializes in unique home décor for the mass-markets in the USA and Canada. Our three main Brands (LiveTrends, Urban Jungle and BeYou) are distributed at over 16,000 retail stores nationwide, and all its products are designed and hand-crafted in the Orlando area. All LiveTrends products feature living components (foliage, air plants, succulents, cacti, etc.), which are artfully combined with trend-driven, creatively designed elements to make one-of-kind pieces of living art.

Even though we are only 7 years old, we currently employ over 250 amazing people, and we are growing every day. Our products are available at Lowe's, Target, Publix, Wal-Mart, Home Depot, Costco, Whole Foods, Kroger, Amazon, and many other outstanding retailers in North America.

We are currently searching for a **Buyer/Planner** who will be maintaining ideal stock levels and inventory flow at LiveTrends Design to ensure on time delivery to all customers.

Responsibilities:

- Develop, implement, and monitor all key functions related to inventory transactions to assure accuracy and timeliness
- All purchasing of raw materials inclusive of hard goods, live goods and accessories
- Work with Inventory Management to ensure accuracy of inventory on hand against future purchase plans to be in line with Cash Flow requirements
- Maintaining proper inventory levels to support forecast of new product development initiatives in order to not disrupt production efficiencies
- Assist Sales with the forecasting/analysis as required with Requirements Planning
- Assist NPD to source product samples for New Product Development Review
- Work with suppliers on specifications and approval prior to start of production
- Work with Production to ensure inventory on hand is continually reviewed against Material Resource Planning required from Operations to meet commitments
- Place Set-up Item purchase costs, plan and place purchase orders accordingly and manage open/closed PO's for accuracy of COGS following landed cost models
- Establish Yearly Cost Reduction Objectives to execute in support of improving Gross Margins
- Develop KANBAN systems for 3rd party suppliers as necessary

Requirements:

- Experience with SAP or similar ERP
- Previous background in Purchasing, Planning, and Inventory Management

- Minimum 2-3 years previous experience
- Ability to pay attention to the smallest details
- Ability to learn quickly and the desire to improve old processes
- Ability to work hard and under the pressure of deadlines
- Ability to multi-task within all possible areas of our warehouse

Apply: <https://recruiting.paylocity.com/recruiting/jobs/Apply/312198/Livetrends-Design-Group-LLC/BuyerPlanner>

Benefits:

- Competitive pay structure
- Matching 401k
- Medical insurance and additional health benefits
- Paid time off and paid holidays throughout the calendar year
- Ability to learn, be creative, and deliver truly beautiful products to millions of consumers
- Through proven success, motivation, and teamwork, potential for growth and promotions within the organization

LiveTrends is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors, or any other protected categories protected by federal, state, or local laws.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

LiveTrends does not accept unsolicited resumes from search firms or any other vendor services. Any unsolicited resumes will be considered property of LiveTrends and no fee will be paid in the event of a hire.

Disclaimer: We do not Recruit nor Hire via Google Hangout. We do not request confidential information via email.